

THE H.S.I.E. DEPARTMENT

STUDENT GUIDE FOR THE PRESENTATION OF ASSIGNMENTS

-COMMERCE-

As part of the Commerce course students will be required to complete a number of formal assignments. These are in addition to the material covered in class and the more frequent smaller homework tasks. They are intended to complement class work. Consequently, these assignments will be carefully assessed and the mark gained will contribute significantly to the assessment program. It is in the interests of all students to attempt each assignment to the best of their ability and present it on the date required.

All assignments presented for assessment must conform to the following guidelines:

- * Handwriting must be legible. Do not print or present work in pencil. Word processing is certainly encouraged but is not compulsory.
- * Be free of spelling errors and capitals and punctuation used correctly.
- * Have a left hand margin of about 20 mm, that is, wide enough for assessor's comments.
- * Have each page clearly numbered.
- * Be on A4 paper and written / printed on ONE side of the paper only.
- * Have a title page showing the name / nature of the assignment, student and teacher names, year and date. In most cases it will be appropriate to include the assignment direction sheet as part of the covering title pages.
- * Staple (not paper slide / clip) all pages together at the top left hand corner.
- * Unless directed otherwise, DO NOT insert assignments in a plastic envelope.
- * Be the work of the student. An assignment which gives evidence to the contrary, will incur a zero grade. The student may be asked to show cause as to why they should be allowed to continue in the course.
- * Be posted in the assignment box at the HSIE staff room by 9:00 am on the day due.

Students who choose not to present assignments as directed will come to the notice of the Head of Curriculum and the Dean of Studies who then initiate appropriate procedures. (Late work may incur a penalty of 20% per day or part thereof!)

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